



**NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION**

17-B, Sri Aurobindo Marg, New Delhi – 110016  
 Tel. 26544800, 26565600 Fax: 26853041, 26865180  
 Website: www.nuepa.org

1. Tender Inviting Officer/Authority Designation and Address	The Registrar National University of Educational Planning and Administration (NUEPA) 17-B, Sri Aurobindo Marg, New Delhi - 110016
2. a) Name of the work b) Place of Execution	Running of Hostel Mess and Office Canteen a) <b>NUEPA, New Delhi</b>
3. a) Tender Documents available place b) Cost of Tender Form and Sale Due date	a) Section Officer (GA) [Room No. 10] NUEPA, 17-B, Sri Aurobindo Marg New Delhi – 110016 Ph : 011-26544829 / 874 b) <b>Rs.500/-</b> by way of Cash/DD/Pay Order drawn in favour of “ <b>NUEPA, New Delhi</b> ” <b><u>In case downloaded from web, the bid should include the cost of Tender Document.</u></b>
4. Earnest Money Deposit	Rs. 20,000/-
5. Due date, time and Place for submission of Tender	25.10.2013 up to 2.30 pm <b><u>Either by post or delivery in person in a Box provided for the purpose at main gate of the Office.</u></b>
6. Place, Date and Time of Tender Opening	Room No 003, NUEPA, New Delhi – 110016 25.10.2013 at 3.00 pm
7. Any other important criteria prescribed by the Tender Inviting Authority	Subject to Terms and Conditions of Tender.
8. Details of EMD (Rs. 20,000/-) to be made in favour of NUEPA, New Delhi	DD No _____ Dated _____ Bank _____ Amount in words: _____ _____
9. (a) Company Profile (b) Eligibility Criterion (c) Financial Bid ( <i>Appendix I to VII</i> ) (d) Terms & Conditions	Annexure-A Annexure-B Annexure-C  <b>REGISTRAR</b>

*Authorized Signatory of Firm with Office Seal*

**PROFILE OF THE COMPANY**

1. Name of the Caterer*	
2. Nature of the Organization (Govt. / Public/ Private / Partnership / Proprietorship)*	
3. (a) Address of the Registered Office of the firm with Phone Number, Mobile No., Fax and E-mail*  (b) CST Reg. No. *	
4. Self attested copies of certificate issued in the name of the company under shops and Establishment Act *	
5. Manpower position (present)	
6. List of establishments where canteens are currently being run with dates of contract and number of lunches served per day. List of establishments where canteens were run in the past with period of contract and number of lunches served per day are also to be furnished*	
7. Annual turnover for last three years*	

\* Companies must enclose documentary proof, failure; tender/bid may be cancelled.

**STATEMENT OF COMPLIANCE OF ELIGIBILITY CONDITIONS**

<b>Sr.</b>	<b>Item</b>	<b>Compliance – YES / NO</b>
1.	Minimum Turnover – 1.0 Crore during the last 3 years	
2.	Minimum Experience – Should have been working in the catering services for a minimum 5 years*	
3.	EMD for Rs. 20,000*	
4.	Income Tax PAN*	
5.	Service Tax Registration*	
6.	VAT/CST Registration*	
7.	Acceptance of Terms and Conditions*	

\* Companies must enclose documentary proof, failure; tender/bid may be cancelled.

## MENU FOR HOSTEL MESS

Name of the Item	Rate (Rs.)
<b>Bed Tea</b>	
<b>One Cup Tea</b>	
<b>Breakfast</b>	
<ul style="list-style-type: none"> <li>▪ Porridge/Cornflakes/Vermicelli with Milk, Vegetable, Cutlets or 2 Boiled Egg OR Omelet of 2 Eggs, Vada/ Idli/ Upma/Parantha/Puri &amp; Alu/Dosa/Chhole-Bhature/2 Slice of Toast with Butter (20 Gram) and Jam (20 Grams) Tea/Coffee.</li> </ul>	
<b>LUNCH/DINNER</b>	
<ol style="list-style-type: none"> <li>1. Rice of Good Quality</li> <li>2. Chapati OR Roti OR Puri</li> <li>3. Dal (Sambhar/Rajma/Lobia/White Chana/Kala Chana)</li> <li>4. One Seasonal Vegetable, Salad, Achar, Chutney &amp; Curd</li> </ol>	
<b>Non-Vegetarian</b> (on demand): <ol style="list-style-type: none"> <li>1. Fish/Chicken/Mutton 150 Grams (on extra charges)</li> <li>2. Eggs Curry with 2 Eggs (on extra charges)</li> </ol>	
<b>Evening Tea (Tea Bag)</b>	
Rates for full day Messing	
<b>Total</b>	
<b>Service Tax</b>	

**RATES FOR ITEMS TO BE SERVED IN THE  
OFFICE CANTEEN**

<b>Name of the Item</b>		<b>Rate (Rs.)</b>
	1. Tea Cup (Tea Bag) 150 ml.	
	2. Tea Cup (readymade) 150 ml.	
	3. Half Tray (2 Cups) 285 ml.	
	4. Full Tray (4 Cups) 570 ml.	
	5. Coffee Cup (readymade) 150 ml.	
	6. Coffee Half Tray (2 Cups) 285 ml.	
	7. Coffee Full Tray (4 Cups) 570 ml.	
<b>Cold Drinks (All Popular Cold Drinks Snacks, etc.):</b>		
<b>Name of the Item</b>		<b>Rate (Rs.)</b>
<b>A.</b>	1. Gobhi Pakora	
	2. Samosa 40 gms.	
	3. Dal Vada 37 gms.	
	4. Chana Vada 37 gms.	
	5. Alu Bonda 50 gms.	
	6. Rice Plate	
	7. Vegetable Cutlets (135 gms. for two)	
	8. Chapatti 25 gms.	
	9. Curd 150 gms.	
	10. Sabzi Dry 115 gms	
	11. Sabzi 150 gms. Curry	
	12. Dal 115 gms.	
<b>B.</b>	1. Bread Slice	
	2. Egg Boiled	
	3. Butter 25 gms.	
	4. Omelet	
	5. Sandwich	
	<b>Total</b>	
	<b>Service Tax</b>	

## RATES FOR OFFICIAL LUNCH/DINNER &amp; TEA PARTY

Name of the Item	Rate (Rs.)
<b>Working Lunch/Dinner</b> <ol style="list-style-type: none"> <li>1. Rice/Fried Rice/Pulao (1 Item)</li> <li>2. Chapatti/Puri/Nan/Missi Roti (2 Items)</li> <li>3. Seasonal Kofta Curry/Aloo Matter/Aloo Tomato Curry (1 Item)</li> <li>4. Seasonal Dry Vegetable (1 Item)</li> <li>5. Dal Plain/Sambhar/Dal Fried/Chholey (1 Item)</li> <li>6. Raita/Curd (1 Item)</li> <li>7. Seasonal Salad, Papad and Pickles</li> <li>8. Sweet/ Fruits</li> </ol>	
<b>Vice-Chancellor's Lunch/Dinner</b> <ol style="list-style-type: none"> <li>1. Soup/Cold Drink</li> <li>2. Seasonal Salad</li> <li>3. Plain Rice / Pulao Rice</li> <li>4. Chapatti/Puri</li> <li>5. One Dish of Paneer</li> <li>6. Mutton Curry/ Keema Curry/Chicken Curry (including Tandoori) (1 Item)</li> <li>7. Seasonal Dry Vegetable (1 Item)</li> <li>8. Dal Plain/Sambhar/Dal Fried/Chana (1 Item)</li> <li>9. Raita/Curd</li> <li>10. Papad and Pickles</li> <li>11. Sweet Dish/Fruits</li> </ol>	
<b>Vice-Chancellor's Tea Party</b> <ol style="list-style-type: none"> <li>1. One Bengali Sweet</li> <li>2. One Pastry/One Khoya Sweet</li> <li>3. Vegetable Cutlet</li> <li>4. Samosa/Pakora/Chips</li> <li>5. Tea/Coffee/Cold Drink</li> </ol>	
<b>Total</b>	
<b>Service Tax</b>	

**SPECIAL MENU**

<b>Name of the Item</b>	<b>Rate (Rs.)</b>
<b>Lunch</b> <ol style="list-style-type: none"> <li>1. Cold Drink/Juice, Soup (1 Item)</li> <li>2. Rice, Chapatti, Puri,/Naan/Parantha/Missi Roti (2 Items)</li> <li>3. Seasonal Salad</li> <li>4. Papad and Achar</li> <li>5. Raita/Dahi Bhalla (1 Item)</li> <li>6. One Seasonal Vegetable</li> <li>7. Paneer Dish</li> <li>8. Dal/Sambhar/Rajmah/Kabli Chana (! Item)</li> <li>9. Chicken/Butter Chicken/ Kadai Chicken /Chicken Roasted, Fish/Mutton/Mutton Kabab/Grilled Meat/Keema (2 Items)</li> <li>10. Desert: Fruit Cream/Ice Cream/Cake/Rasmalai/ Gajar Halwa/Phirni/Pudding (1 Item)</li> </ol>	
<b>Dinner</b> <ol style="list-style-type: none"> <li>1. Cold Drink/Juice, Soup (1 Item)</li> <li>2. Rice, Chapatti, Puri,/Naan/Parantha/Missi Roti (2 Items)</li> <li>3. Seasonal Salad</li> <li>4. Papad and Achar</li> <li>5. Raita/Dahi Bhalla (1 Item)</li> <li>6. One Seasonal Vegetable</li> <li>7. Paneer Dish</li> <li>8. Dal/Sambhar/Rajmah/Kabli Chana (! Item)</li> <li>9. Chicken/Butter Chicken/ Kadai Chicken /Chicken Roasted, Fish/Mutton/Mutton Kabab/Grilled Meat/Keema (2 Items)</li> </ol> Desert: Fruit Cream/Ice Cream/Cake/Rasmalai/ Gajar Halwa/Phirni/Pudding (1 Item)	
<b>Tea/Coffee</b> <ol style="list-style-type: none"> <li>1. Tea Plane (One Cup)</li> <li>2. Tea with Biscuits</li> <li>3. Coffee Plain (One Cup)</li> <li>    Coffee with Biscuits</li> </ol>	
<b>Total</b>	
<b>Service Tax</b>	

**Note:**

1. All the food will be served in the buffet mode in the dining hall and the dining tables etc. should be laid as per the international dining style.
2. Professional qualified cook shall be appointed for International Continental food and Indian food.

## SPECIAL MENU FOR HOSTEL MESS FOR THE PARTICIPANTS OF DEPA

Name of the Item	Rate (Rs.)
<b>Bed Tea: One cup Tea (Teabag)</b>	
<b>Breakfast</b> <ol style="list-style-type: none"> <li>1. Porridge OR Cornflakes OR Vermicelli with Milk</li> <li>2. Vegetable cutlets OR 2 Boiled Eggs OR Omelet (2 eggs) OR Vada/Idli/Upma/Parantha/Puri and Alu/Dosa/Chholey Bhature/2 Slice of Toast with Butter (20 Gram), and Jam (20 gms)</li> <li>3. Tea/Coffee</li> </ol>	
<b>A. LUNCH</b>	
<ol style="list-style-type: none"> <li>1. Rice/Fried Rice / Pulao (1 Item)</li> <li>2. Chapatti/Puri/Naan/Missi Roti (2 Items)</li> <li>3. Seasonal Kofta Curry/Aloo Matar/Aloo Tomato Curry (1 Item)</li> <li>4. Seasonal Dry Vegetable (1 Item)</li> <li>5. Dal Plain/Sambar/Dal Fry/Chholey (1 Item)</li> <li>6. Raita/Curd (1 Item)</li> <li>7. Seasonal Salad</li> <li>8. Papad &amp; Pickle</li> <li>9. Sweets/Fruits</li> </ol>	
<b>B. DINNER</b>	
<ol style="list-style-type: none"> <li>1. Soup OR Cold Drink</li> <li>2. Seasonal Salad</li> <li>3. Plain Rice/Pulao Rice</li> <li>4. Chapatti and Puree</li> <li>5. One dish of Paneer</li> <li>6. Mutton Curry/Keema Curry/Chicken Curry (Including Tandoori) (1 Item)</li> <li>7. Seasonal Dry Vegetable (1 Item)</li> <li>8. Dal Plain/Sambar/Dal Fry/Chana (1 Item)</li> <li>9. Raita OR Curd</li> <li>10. Papad and Pickle</li> <li>11. Sweet Dish and Fruits</li> </ol>	
<b>Total</b>	
<b>Service Tax</b>	

**Note:**

1. All the food will be served in the buffet mode in the dining hall and the dining tables etc. should be laid as per the international dining style.
2. Professional qualified cook shall be appointed for International Continental food and Indian food.



**SPECIAL MENU FOR HOSTEL MESS  
(INTERNATIONAL PROGRAMME)**

<b>Name of the Item</b>	<b>Rate (Rs.)</b>
<b>Bed Tea</b>	
<b>Breakfast</b>	
1. Porridge/Cornflakes/Vermicelli with Milk, 2. 2 to 3 Slices of Toast with Butter (20 Gram), 3. Tea OR Coffee 4. Milk Boiled (1 Cup), 5. 2 Boiled Eggs/Omelet of 2 Eggs.	
<b>LUNCH/DINNER (CONTINENTAL)</b>	
One seasonal Soup Rice/Fried Rice/Khus Khus (1 item) Noodles/Pasta/Macaroni (1 item) One non-vegetarian dish of : Mutton Curry/Chicken Curry/Fish Fried/Butter Chicken/Keema Mutter/Seekh Kabab/Shammi Kabab/Tandoori Chicken/Steamed Chicken (1 Item) One seasonal vegetable with white sauce OR Tomato Puree Steamed quality seasonal vegetable (1 item) Steamed Vegetable/Potato/Cabbage and Peas/Mixed Vegetable (1 item) One dish of Dal- Rajma/white Chana/French Fries Curd OR Yoghurt Salad Papad and Pickle etc. Tea/Coffee <b>Desert Fruit:</b> Custard: Fruit/ Ice Cream/ Fresh Fruit/Fruit Cream/Gulab Jamun/Rasgulla/Gajar Halwa (1 Item)	
<b>DINNER(CONTINENTAL)</b>	
One seasonal Soup Rice/Fried Rice/Khus Khus (1 item) Noodles/Pasta/Macaroni (1 item) One non-vegetarian dish of : Mutton Curry/Chicken Curry/Fish Fried/Butter Chicken/Keema Mutter/Seekh Kabab/Shammi Kabab/Tandoori Chicken/Steamed Chicken (1 Item) One seasonal vegetable with white sauce OR Tomato Puree Steamed quality seasonal vegetable (1 item) Steamed Vegetable/Potato/Cabbage and Peas/Mixed Vegetable (1 item) One dish of Dal- Rajma/white Chana/French Fries Curd OR Yoghurt Salad Papad and Pickle etc. Tea/Coffee <b>Desert Fruit: Custard: Fruit/ Ice Cream/ Fresh Fruit/Fruit            Cream/Gulab Jamun/Rasgulla/Gajar Halwa (1 Item)</b>	
<b>Total</b>	
<b>Service Tax</b>	

Note:

- All the food will be served in the buffet mode in the dining hall and the dining tables etc. should be laid as per the international dining style.
- Professional qualified cook shall be appointed for International Continental food and Indian food.

**SPECIAL INTERNATIONAL LUNCH/DINNER**

<b>Menu</b>	<b>Rate</b>
Starter: 1) three types, 2) Cold drink & 3) Fruit Juice Soup: 1) Chicken & 2) Mix Veg Dinner: 1. Fried rice 2. Fried fish 3. Roasted boneless chicken with gravy (Halal) 4. Mutton (boneless) with thick gravy (Halal) 5. Naan/Tandoori 6. Missi Roti 7. Makki Ki Roti 8. Puri 9. Sarson Ka Saag and dal yellow 10. Bread (Brown) 11. Bread (Bund) 12. French fry 13. Macaroni 14. Kadai Panner 15. Mix veg 16. Plain curd 17. Butter cubes 18. Gud (गुड़) 19. Pappad, Achar, Hari Mirch and lemon 20. Salad : Sprouted salad, Salad continental & Fruit salad 21. Dessert : Ice cream (Vanilla), Gulab Jamun & Gajar Ka Halwa	
<b>Total</b>	
<b>Service Tax</b>	

## Note:

1. All the food will be served in the buffet mode in the dining hall and the dining tables etc. should be laid as per the international dining style.
2. Professional qualified cook shall be appointed for International Continental food and Indian food.

**TERMS AND CONDITIONS**

1. The Caterer shall be granted a license to run the Hostel Mess and the Canteen for a period of one year and at the end of which, this license may or may not be renewed. The contract is also terminable on 3 months' notice by either side without assigning any reasons.
2. The food served by the caterer shall be wholesome and clean. The Vice-Chancellor/Registrar/AO of the University, Warden of the Hostel and/or nominee of the Vice-Chancellor may at any time enter upon the premises allotted to the Caterer for the purpose of this license and take away samples thereof free for purpose of inspection, trial or analysis and the Vice-Chancellor or any of the aforesaid officers decision about the desirability or quality of the article(s) offered for consumption in the dining halls shall be final.
3. The menus and the items which the Caterer shall be expected to supply in the Mess and the Canteen are indicated in Appendices I to VI. The Registrar may revise, should he consider necessary to revise the rates with regard to the items of food eatables and drinks. Such revised rates shall be charged until further revised by the Registrar and the Caterer shall abide by the decision of the Registrar in this regard.
4. The Caterer shall deposit Rs. 20,000/- in the Post Office Saving Bank A/c to serve as Security Deposit for fulfillment of his part of the conditions of license and would deposit the Pass Book with the University. This amount shall be liable for forfeiture in full or part in the event of the Registrar finding that the caterer is not fulfilling any of the conditions of this license. The security forfeited shall be replenished by the Caterer to the prescribed amount within a period of 3 days from the date of forfeiture failing which the contract is liable to be terminated without any notice. The Security Deposit shall be refunded only after the expiry of the contract. No interest will be payable on the Security deposit.
5.
  - (a) The Caterer shall provide sufficient number of cooks, waiters and other employees in the kitchen, dining hall and canteen and shall take all reasonable precautions to see that these waiters and other employees while on duty attire themselves in the uniform approved by the Registrar and are civil, sober and honest in their dealings with the hostel residents/staff of this University;
  - (b) The Caterer shall only employ in his service such men whose antecedents have been verified by the police and have also been medically examined at his own cost and to the satisfaction of the Registrar.
  - (c) the cooks employed by the Contractor must be professional and should have adequate knowledge of preparing *Indian* and *Continental* food.
6. The Caterer shall not make any additions or alterations in the licensed premises.
7. The Caterer shall keep the licensed premises neat, clean and tidy at all times and according to the Health/Hygienic by-laws of the Delhi Municipal Corporation.
8. Any employee or other person engaged by the Caterer in the licensed premises shall be liable for suspension or dismissal by the Registrar of the University for

disobedience or misconduct and the Caterer shall accept the decision of the Registrar of the University in this respect as final and binding upon him provided always that the Registrar of the University shall not in any way be liable in respect of any claim made by any servant for wages or damages and the Caterer shall keep the Registrar or the University identified.

9. The University shall have the right to review the services under this license from time to time and if, any time, it is found that the Caterer has failed to fulfill any of the conditions of this license or that the services are unsatisfactory, the University may terminate this license after giving the Caterer three months' notice, but no such notice will be necessary if the License is terminated on the grounds of service misconduct or any other act as the Vice-Chancellor may deem fit.
10. The Caterer shall not transfer or assign any part of his interest in this License and that the (period of this) License shall also be liable to be terminated in case of Death or insolvency of the Caterer before the expiry of the period of this license.
11. The possession of the premises will always be that of the University, even though the premises would be in use or occupation of the Caterer during the contract period.
12. The rates for various items to be provided during the period of contract may be given in Appendix-I to Appendix-VII.
13. That service hours in the Hostel Mess shall be as follows and may be modified by the Registrar if and when considered necessary:

Breakfast	08.00 a.m. to 9.30 a.m.
Lunch	12.45 p.m. to 2.15 p.m.
Tea	05.00 p.m. to 6.00 p.m.
Dinner	08.00 p.m. to 9.30 p.m.
14. The Caterer should also provide skeleton services for supplying tea, coffee, etc. beyond 9.00 p.m. on working days and also on Saturdays, Sundays and holidays including odd hours in the night when staff members are required to work for various training programmes. The Caterer shall also arrange to provide all items included in the Menu for Office Canteen, etc. in a phased manner depending upon the requirements and demand for variety of items. The Caterer shall also provide uninterrupted services in Office Canteen during lunch hours from 1.00 p.m. to 2.00 p.m. as well.
15. The University may call for the advice of the Honorary Medical Officer on matters relating to hygiene in the Hostel Mess.
16. The Caterer shall display the approved menu prominently in the Dining Hall.
17. The Caterer shall obtain instructions from the authorized Officer of the University along with the type of menu that may be served in the official lunches /dinner/tea-parties to the participants of the training courses.
18. The Caterer shall be provided by the University with necessary accommodation, i.e. one dining hall, one kitchen and a room in the hostel and a kitchen in the Office Building along with necessary furniture items. The Caterer shall be responsible for proper maintenance the accommodation and the furniture provided to him.

19. The Caterer shall provide all other appliances like crockery, cutlery, table linen, flower vases, ivory for the hostel mess staff, etc. for running the mess and these things shall be according to the standard prescribed by the Registrar.
20. The Caterer shall be required to use gas for cooking purpose at his cost. For making chapatti, he shall have to use coal fire. The gas connections will be provided by the University. Operating expenses will be borne by the Caterer. The Caterer is responsible for the loss/theft of the gas cylinders and other equipments provided to him.
21. The Caterer shall be charged Rs.500/- per month in respect of electricity and water consumed in the Hostel Mess and Office Canteen.
22. The Caterer shall maintain a Suggestion Book for recording suggestions received for improvement by the residents and the staff. Such suggestions as have the approval of the Committee should be acted upon forthwith. The Suggestion Book should be kept open for inspection by the Registrar/AO/Warden and residents.
23. The tender should be submitted in two Part bidding system (1st Part- Technical Bid 2nd Part Financial Bid) to the **Registrar, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi - 110016**, by **Registered Post/Speed Post or as mentioned above, so as to reach in by or before 02:30 PM on 25-10-2013**. Tenders received in ordinary covers without seal will not be considered

The envelop superscribed 'Technical Bid' should contain the Company profile(Annexure-A), Eligibility criterion(Annexure-B) along with all the relevant documents and the Terms and Conditions(Annexure-C) Duly signed and accepted by an authorized signatory. The Technical Bid will not contain any price implication. The envelop containing Technical Bid must contain the Earnest Money Deposit (EMD) of Rs. 20,000/-

The envelop superscribed "Financial bid" should contain the rate list in Appendix I to VII.

24. Bids received up to **02.30 PM on 25-10-2013** will be opened by an authorized Tender Opening Committee the Registrar, or any other officer authorized by him on his behalf at **3.00 PM on 25-10-2011** in the presence of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders will be allowed to attend the proceedings on after production of the letter of authority from the original Bidder.
25. The successful Bidder should execute an agreement for the fulfillment of the contract in the stamp paper within fifteen days from the date of acceptance of the tender.
26. The University may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The University reserves the right to reject any or all proposals without assigning any reason thereof.